

16 June 06

MEMORANDUM

From: Safety Officer, NSF Safety Department
To: Safety Committee Representative

Subj: **WEEKLY SAFETY NOTES**

Ref: (a) DGREGCOORDINST 5100.9 Series
Encl: (1) Safety Topic Entitled "**Safety Awareness**"
(2) Stand Up Safety Meeting (SUSM) Report

1. Per reference (a), Safety Committee Representatives are required to conduct Stand-Up Safety Meetings (SUSM) bi-weekly in industrial areas and once every quarter in offices.
2. Enclosure (1) is provided as a suggested topic for your SUSM. Other topics relevant to your work center operations such as hazards associated with the material, equipment and machines may be used.
3. Request submit properly filled-out original copies of enclosure (2) to the NSF Safety Office NLT 5 days after the meeting with the names and signatures of attendees.


R. R. Regacho

Copy to:
NSF CO/XO





SAFETY MEETING REPROS:

Navy Support Facility, Diego Garcia

Fri, 16 June 06

Safety Awareness

Employee safety awareness is the foundation of any successful safety program. Safety awareness has a great impact in the reduction of accidents and property damage. It is focused in developing the employees' skills and senses to keep him safe in everyday situations.

Safety awareness means being able to recognize unsafe practices and conditions. It requires following the organizations' safety procedures. Employees must know the conditions that promote safety, this includes emergency response procedures. Safety awareness shows the employee's willingness to take time to prevent accidents.

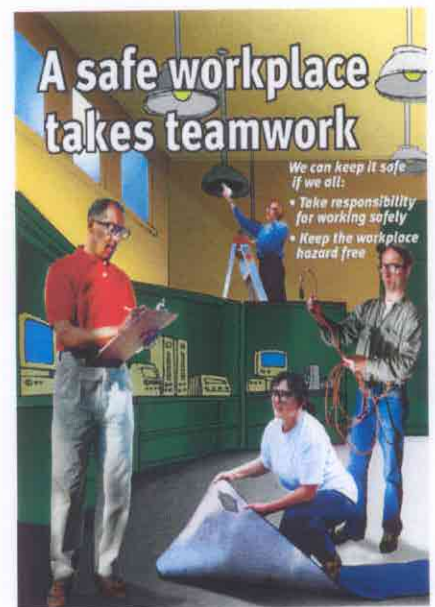
More importantly, safety awareness means having the right attitude about safety by both the employee and his co-workers.

Safety Inspection

Safety awareness begins with a thorough safety inspection of the workplace. A comprehensive inspection can:

- ✖ Help spot and eliminate safety hazards.
- ✖ Help keep the work area free of hazards.
- ✖ Assess which work operations meet or exceed acceptable safety and government standards.
- ✖ Help maintain quality of work and operational efficiency.

Usually, the safety committee is responsible for conducting the safety inspection. An employee can show safety initiative and take part as a representative for his work area. This will allow the employee to be a part of the safety inspection. It is also a constructive and practical way to make sure the workplace stays safe.



Safety Watch

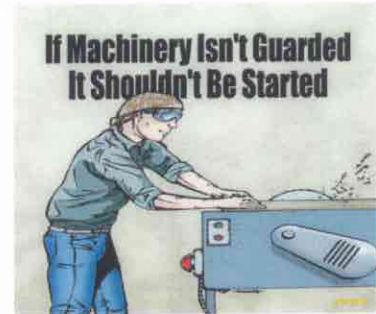
Safety awareness means being on the lookout for unsafe practices and conditions in the work area.

Hazards may come from equipment, environment and even co-workers. An employee who is always paying attention is less likely to be involved in an accident. Here are some of the things to look out for:

Safety Meeting Repros: Safety Awareness

Machines and Equipment

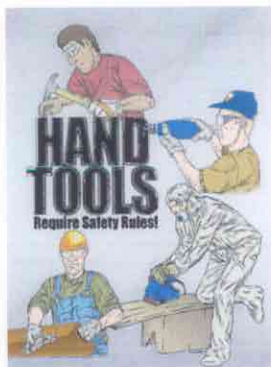
- Are all machine guards in place?
- Does any equipment not designed to do so, turn on or off by itself?
- Have you or your co-workers received a shock while using any equipment? If so, was it reported to the supervisor?
- Does the equipment use GFCI to prevent electrocution?



Materials Handling and Storage



- Is the employee handling or working with substances labeled flammable, corrosives, poison or acids? If so, does he follow the material handling rules spelled out on the Material Safety Data Sheet (MSDS)?
- Are hazardous or toxic substances stored correctly? Is the storage capable and compatible in storing the substance?
- Are the hazardous or toxic substances stored together compatible with one another?
- Are cylinders of compressed gas secured with a chain or a clamp when they are moved?
- Does the employee use PPE when handling hazardous substances?



Hand and Portable Power Tools

- Are hand tools kept in good condition, with no frayed cords?
- Are electrical tools double-insulated?
- Are portable ground fault circuit interrupters used in wet or outdoor locations? Are they also used in other locations where company policy requires?

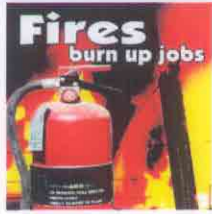


Housekeeping and Maintenance

- Are ladders kept in good condition, with no damaged rungs or side rails?
- Is temporary storage kept off floors and out of aisles and work areas?
- Are spills and leaks wiped up promptly?
- Are there obstructed stairs or passageways?
- Are there loose or worn out flooring or torn carpet?



Safety Meeting Repros: Safety Awareness



Fire Protection

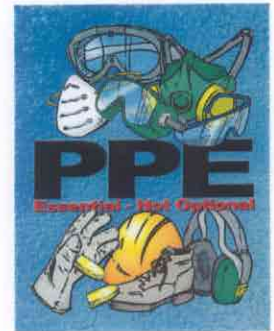
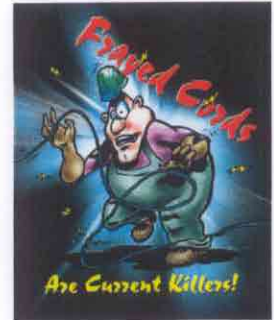
- Are fire exits, fire extinguishers and sprinklers clearly marked, readily accessible and free of obstructions?

Working right

Safe work habits are an important part of total safety awareness. Try using this checklist as a guide.



- Wear clothes suitable for the work at hand.
- Use hand and portable power tools only for the job they were designed for.
- Use the right size tool for the job.
- Don't smoke except in designated smoking areas.
- Don't use improper electrical cords, receptacles or grounding.
- Wear personal protective equipment whenever it is necessary for the work.
- Follow the policies on the Hazard Communication Standard, confined space entry and lock out/ tag out programs.



Handling Emergencies

No matter how careful you may be, emergencies sometimes happen. When they do, knowledge is the best way to stay safe.

Fire Emergency

Get to know the organizations' fire emergency response plan. If your facility has an audible alarm, get to know what it sounds like. Memorize important emergency numbers that will inform local government agencies of the emergency.

Medical Emergency



Get to know the medical emergency response plan for the work area you are assigned to. Take advantage of first aid and CPR classes that your employer offers.

Weather Emergencies

Check the organizations' disaster plans for pointers on how to respond to weather emergencies, such as floods, tornadoes, hurricanes and earthquakes.

Safety Meeting Repros: Safety Awareness

Training

Training is a very important component in safety awareness. It helps develop common sense and alertness, teaches employees how to identify a hazard, eliminates complacency, improves the quality of work, and helps lower accident occurrences. Choose a training course that is applicable to the work the employee is assigned to. Record and document trainings conducted within the organization.



Here are a few safety attitudes to know and live by:



- ✓ An accident can happen to anyone at anytime.
- ✓ Accidents are more likely to occur when people take chances.
- ✓ Accidents can always be prevented.
- ✓ To work safely is a mark of good sense and skill.
- ✓ One can always take the time to work safely.
- ✓ Setting a good example will earn respect from co-workers.

Safety Awareness means:

- ✓ Looking out for unsafe conditions in your work area.
- ✓ Learning how to work safely.
- ✓ Working safely everyday and in every part of the assigned work.
- ✓ Knowing how to handle emergencies quickly and effectively.



Remember!

Safety awareness requires foresight and sound judgment. It does not come about by instinct. It must be deliberately learned and practiced and it is everyone's responsibility to do so. It is a way for the worker to control his own safety on the job by being safety conscious, alert and practicing good safety habits.



Safety awareness is a big step, But negligence may be your last!